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Planning

STAT

Chief, Records Administration Staff

12 December 1961

Chief, Archives and Records Center

Records Center Operations Workshop

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1. The following summarizes the Records Center Operations Workshop as of this date:

- (a) A total of seven (7) workshops were given to Agency personnel.
- (b) There were 319 employees attending from all offices.
- (c) In connection with the workshop, three bus loads, or 71 employees that had never been to the Records Center were conducted on a tour.
- (d) There is evidence from the critique sheets that this workshop should be presented as routine on a periodic basis.

2. All major offices were included except OGI and the OGI/RMO has the possibility of a presentation under active consideration at this time.

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